Special Needs Scholarship Program
Student Application Checklist – 2020-21 School Year

The following checklist is intended to assist SNSP administrators and designees as they are reviewing a student's 2020-21 application. The requirements are based on Wis. Stat. 115.7915 and Wis. Admin Code PI 49. Further information on student eligibility and application processing is available on the SNSP School Application & Transfer Request Processing webpage. SNSP administrators and designees are reminded that their signature at the bottom of the application, and submission of the application information to the Department of Public Instruction (DPI), attests that they have reviewed the application and determined the student is eligible for the SNSP.

Student Name:	

Application Review:

	1.	The application is legible and complete. The application is completed in ink, including all signatures.
	2.	SNSP School Applying to is identified at the top of the application. The school may use a school stamp or type in the school name.
	3.	The school year applying for is identified next to the SNSP School Applying to. This must indicate the 2020-21 school year. If it does not, the parent/guardian (hereafter "parent") must complete and submit an application for the 2020-21 school year.
	4.	The student's first and last name and gender are indicated. The middle initial, suffix, ethnicity, and race should be completed but are not required.
	5.	Student's date of birth is listed. For K4, K5 and 1st grade applicants, the student must have been born on or before: (a) September 1, 2016, for K4; (b) September 1, 2015, for K5; or (c) September 1, 2014, for 1st grade. Additionally, students may not be 21 as of the date they apply or September 1, whichever is later.
	6.	Grade level for the student is listed as K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12. Please note that no grade, ungraded, or a blank box is not sufficient. The grade must be the anticipated grade for the 2020-21 school year.
	7.	Either IEP or services plan is checked, the date of the student's last IEP or services plan evaluation or reevaluation is completed, and the LEA that developed the IEP is completed.
	8.	The parents' first and last name(s) are completed. The middle initial and suffix do not need to be completed.
	9.	The entire address is listed including the street address (P.O. Box is prohibited), city, state, and zip code.
	10.	The grade on the application was identified as an available SNSP grade on the Intent to Participate or subsequent School Information Update form. If the grade is not an available SNSP grade, the school must notify the parent that the grade is not a SNSP available grade. If the school would like to add a grade, it must follow the SNSP Grades Available Changes section of the Student Application & Transfer Request Information Bulletin.

Residency Information:

	11. The parent has submitted a copy of **ONE** of the following to support that the student lives at the address on the application. • Wage statement or a 2020 W2 year-end earnings statement (i.e. Form W2 Wage and Tax Statement). (Note: 2020 W2 year-end earnings statements are only accepted for applications received from Jan 2021-April 2021.) • Water, sewer, gas, electric, cable, satellite, or landline phone bill. Cell phone bills are not acceptable. Schools should use the bill date or the last meter reading date on a utility bill to determine that the bill is dated within three months prior to the date the application was received. The bill must be for services at the address and have a mailing address that matches the address on the application. • Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address on the application for service at that address. • Signed and dated lease agreement with a term that includes the required date. The lease agreement must be complete and legible. Expired leases are not acceptable. Generally, schools should try to obtain one of the allowed residency documents other than month-to-month leases. However, if a month-to-month lease is used, the start date must be dated within three (3) months prior to the date the application is received. Rent receipts ARE NOT an allowed residency document. • Governmental correspondence. Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2" Cash Benefits, Temporary Assistance for Needy Families "TANF," Food Share "Food Stamps," United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement includes a date that show it meets the date requirement and parent name. • Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a representative of the organization indicating that the family lived at the location during the required time period. • Properly completed Alternative Residency Verification form (Form PI-SNSP-0004) only for situations where: (a) the student is not living with one of his or her parents; or (b) the parent(s) does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents above for the family. The form must be fully completed, including being signed by the household occupant and the parent. Additionally, the required documentation from the household occupant and parent must be provided with the form. The Alternative Residency Verification form is available on the [SNSP Student Applications webpage](#). • Safe at Home card. If a family is participating in the Safe at Home program through the Wisconsin Department of Justice, the school must complete the items found under number 8 of the "Permitted Residency Documents" section in the Residency Documentation Bulletin.
	12. The address on the residency documentation matches the address on the application. The street number, street name, city, and state must be included on the residency documentation. Additionally, the street suffix (ave, dr, etc), and street direction (N, S, E, W) must be included on the residency documentation if it is on the school district verification document. The street suffix and direction may be abbreviated.

Residency Information (cont.):

	13. The first and last name on the residency documentation exactly matches the first and last name of one of the parents on the application except for capitalization, spacing, and punctuation. The parent name must be the legal name of the parent.
	14. The residency documentation, except for the Safe at Home card, is dated within three (3) months prior to the date the application is received. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is obtained, the date the application is received must fall within the term of the lease.
	15. Determine that the current resident school district on the application is correct using one of the School District Verification methods in the Residency Documentation Bulletin. Note: If the family is participating in the Safe at Home program, this step is not required. Instead, the school must complete the items found under number 8 of the "Permitted Residency Documents" section in the Residency Documentation Bulletin.

Parent or Guardian Certification:

	16. Parent initialed that he/she has received the explanation of rights of students with disabilities under special education law and under the SNSP.
	17. Parent initialed that he/she has received a profile of the school's special education program.
	18. The parent who signed the application matches one of the parents' names in the Family Information Section of the application.
	19. The date the parent signed the application must be no later than 21 days after the date the form is received. **The parent signature and/or signature date may not be added after the school sends the LEA the IEP/services plan verification email or the email to the resident school district.**

For School Use Only Section-Prior to sending LEA Emails:

	20. The date the application was received is indicated. An application is considered to be "received" when the school obtains all of the following: (a) the student's SNSP application; and (b) the required residency documentation. **The date application received may not be added after the school sends the LEA the IEP/services plan verification email or the email to the resident school district. Further, 2020-21 applications may only be received from July 1, 2020 to June 30, 2021 so the date received must be during this date range.**
	21. The SNSP administrator or designee has checked whether or not the student is eligible pending the LEA verification that the IEP or services plan requirement is met.
	22. The application cannot have any white-out on it. All corrections must be made with a "~~strike through line~~" and initialed by the SNSP administrator or designee. The school must have written documentation to support the change. **The SNSP administrator/designee or parent may not make the following changes to an application after the school sends the LEA the IEP/services plan verification email or the email to the resident school district:** • Adding the parent signature and/or date signed to the application or Alternative Residency form. • Adding the date the application was received. • Any changes that result in the application being ineligible due to residency or status of the IEP or services plan.

For School Use Only Section-Prior to sending LEA Emails (cont):

	23. Ensure the school has a scholarship available in the grade on the application based on the number of scholarships identified in the school's Intent to Participate or School Information Update form and the total continuing and accepted new SNSP students at the school. If there is no available scholarship for the student, the school must place the student on the SNSP waiting list. The SNSP Available Scholarship Changes section of the Student Application & Transfer Request Information Bulletin explains when scholarships may be added and the process to add them. The school should not send the LEA verification email for the student if the student is placed on the SNSP waiting list.

For School Use Only Section- LEA Emails:

	24. The school must send an email to the LEA that developed the IEP/services plan requesting verification that the student has an IEP or services plan that was either: (1) being implemented at the time the student applied or (2) developed no earlier than September 15, 2017 AND the student was not subsequently determined to no longer have a disability. See Appendix A of the Student Application & Transfer Request Information Bulletin for a sample email.
	25. If the LEA that developed the IEP or services plan is different than the resident school district, email the current resident school district that, pending the IEP/services plan verification, the pupil will receive a SNSP scholarship. See Appendix B of the Student Application & Transfer Request Information Bulletin for a sample email.
	26. The school must check the box indicating the LEA's response to whether the student had an IEP/services plan that met the program requirements. If the pupil is eligible, the email must include a copy of the IEP/services plan to meet the IEP/services plan verification requirement.
	27. The school must confirm that the parent correctly identified the pupil had an IEP or services plan in the IEP or Services Plan Requirement section of the application based on the response received from the LEA. If the incorrect box is checked, it must be corrected using the strike through method described above.
	28. The SNSP administrator or designee has signed and printed their name. The date the SNSP administrator or designee signed the application must be completed.

Application Acceptance and Services to Be Provided Agreement:

	29. Applicants must be notified in writing whether they are accepted or not accepted into the SNSP. If the student is ineligible, the letter must specify the reason why the student is ineligible. If the student is placed on the waiting list, the letter must specify the student's space on the waiting list. • If the student is ineligible or there is not enough space available, a letter of denial must be sent within 21 days from the date the application was received. • If the student is eligible pending the IEP/services plan verification, a letter of acceptance or denial must be sent within 7 days of the school receiving the IEP/services plan verification from the LEA.
	30. Complete a document with the parent identifying the agreed upon services that will be provided to the student. This agreement must be signed and dated by the parent and a representative of the school. The school will not be eligible for SNSP payments for the student until the school and parent have agreed to the services that will be provided.

Application Form Submission:

	31. If the LEA verifies the student had an IEP or services plan in effect at the time the student applied, the school must submit the application to the DPI by the next upcoming submission deadline using the application submission link emailed to administrators and designees. The submission deadlines are the 2nd Friday in August, the last weekday in August, the 3rd Friday in September, and the 2nd Friday in January. If possible, the applications should not be submitted until the school has determined if the applicant accepted or declined the scholarship.